



JOB OPPORTUNITY

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT



Bulletin 09-115A

CLASSIFICATION: Associate Governmental Program Analyst

TENURE/TIMEBASE: Permanent/Full time

FINAL FILING DATE: Until Filled

SEND APPLICATION TO: Department of Community Services & Development (CSD)
Attn: Human Resources Office
P.O. Box 1947
Sacramento, CA 95812-1947

CONTACT PERSON: Joyce Vierra
(916) 576-5291
CA Relay Svs Voice: 1-800-735-2922
TTY: 1-800-735-2929

LOCATION: 2389 Gateway Oaks Drive, 1st Floor
Sacramento, CA 95833-4245

STD. 678 application is required -- Identify Bulletin #09-115A and appointment eligibility (i.e., list, transfer, reinstatement, etc.) All applicants must have state civil service eligibility.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty. **All positions at CSD are 100% federally funded.**

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- *Travel throughout California is required*
- *Free parking.*

What Is this Job? At CSD, the Associate Governmental Program Analyst is a critical, highly visible position:

- Monitors and evaluates contractor's progress through the analysis of expenditure data, programmatic progress, closeout reports and other applicable data submitted by the contractors.
- Conduct ongoing onsite monitoring and communication with assigned contractors to ensure the contractors are in compliance with all applicable laws, regulations, and contract requirements of their funded programs.
- Evaluates and monitors contractors' progress by conducting onsite monitoring visits and desk reviews.

- Identify and make recommendation for agencies to be case managed and inform Field Operations Manager.
- Prepares written on-site monitoring report which may include findings, recommendations and required corrective action with timeframes for implementation and the identification of training and technical assistance needs and best practices.
- Ensure the monitoring report is distributed to contractors within the required timeframes. Implement the necessary courses of action to correct any identified deficiencies. Conduct follow-up of applicable outstanding findings and/or recommendations to ensure resolution and closure.
- Conducts analysis and approval of documents submitted by the contractor including, but not limited to contracts, Community Action Plans, Closeout Reports, request for budget and work plan amendments and/or modifications, and responses to desk and monitoring reports.
- Inform Contractors in a timely manner of the approval of documents and/or if additional information is required.
- Remain knowledgeable of all new federal and state guidance on compliance issues to ensure current and correct information is provided to assigned contractors.
- Conducts analytical studies and prepares issue memos containing findings and/or recommendations, and impact statements on issues that include, but are not limited to, the implementation and administration of service delivery contracts statewide; and the analysis of legislation that may impact program activities.
- Develop special reports in response to inquiries from Division Manager, CSD Executive Staff, members of legislative policy and fiscal committees, and control agencies.
- Conduct preliminary analysis of discretionary requests submitted contractors applying for funding.
- Conduct analysis of proposals submitted by public and private nonprofit agencies applying for funding under CSD's various programs.

Who is CSD Looking For? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- 2-3 years of experience conducting analysis and research projects/assignments.
- Specific knowledge of the Community Services Block Grant and/or related programs.
- Experience administering federal and state funded programs.
- Experience with interpreting and implementing requirements of federal and state grants.
- Experience with developing training material and delivering training to internal and external customers.
- Knowledge or familiarity with local government and nonprofit management.
- Strong word processing, presentation and spreadsheet skills. Familiarity with databases and web applications.
- Strong writing, analytical and project management skills.

Characteristics:

- Leadership - Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem solving.
- Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.
- Teamwork - Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision - Understands the context and mission of the Department both internal and external.

Has an awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.

- Staff Development - To best serve both our internal and external customers, CSD's management team reflects, understands and is sensitive to the diversity of the people we serve.

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Staff Services Manager I, Program Development and Technical Support Unit (PDTS), the AGPA is part of a team that is responsible for the effective administration of the Community Services Divisions (CSDiv) programs. The programs include the Community Services Block Grant (CSBG) and other federal and state community services funded programs. The AGPA will perform in a lead capacity on a variety of technical and analytical duties, and will be responsible for the more difficult or sensitive assignments. The AGPA may be assigned to monitor and evaluate contractors to ensure compliance with the provisions of Federal and State laws and regulations and contract, and will be expected to travel throughout California is required.

Please see the Duty Statement at <http://www.csd.ca.gov> for a detailed list of the essential and related functions of this position.

SELECTION CRITERIA

Persons currently appointed to a permanent, full-time Associate Governmental Program Analyst or persons with list eligibility or eligibility for lateral transfer may apply. Please clearly state your eligibility in Section 12 of the application (Std. 678) and attach a copy of your test score notice.

All appointments will be made in accordance with The Governor's Executive Order S-09-08, Department of Finance freeze exemption policies, and the State Personnel Board and Department of Personnel Administration laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.